



BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2944
 (916) 263-2222 fax: (916) 263-2246
www.dca.ca.gov/pels



Organization Record

(Pursuant to §§ 6738, 8729 or 8775.1 of the Business and Professions Code - see page 2)

Principal Office

Business Name, Address, and Telephone Number:

Telephone Number

Type of Business:

Corporation ☐ Partnership ☐ Firm ☐ Other ☐ (Explain) _____

Business incorporated or organized in:

City _____ State _____
 on: _____
 month _____ date _____ year _____

Professional Services:

- ☐ Civil Engineering ☐ Land Surveying
☐ Electrical Engineering ☐ Other
☐ Mechanical Engineering
☐ Consulting Engineering

State the names and titles of principal corporate officers or the names of all partners or members of the firm. At least one must be registered/licensed. Include his or her registration/license number.

Name	Title	License No.

State the names of the qualified persons who are in responsible charge of professional engineering, land surveying or photogrammetry at this business address:

Name	Discipline	License No.

I declare under penalty of perjury, that the information contained in this record is true and correct to the best of my knowledge and belief.

Date	Signature	License Number

NOTE: This form MUST be signed by one of the owners or officers of the business who is registered/licensed in California.

Branch Offices

(Pursuant to §§ 6787(g), 8726(i) and 8792(a) of the Business and Professions Code - see below.)

State the names of the qualified persons in responsible charge of professional engineering, land surveying or photogrammetry at any/all branch offices. An out-of-state business must have a part owner or officer who is licensed in California.

1. Address and telephone number of Branch Office:

Telephone Number

Name, License No. and signature of Professional Engineer or Land Surveyor:

Name (printed or typed)	License No.	Signature
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Professional Services:

- ☐ Civil Engineering
- ☐ Consulting Engineering
- ☐ Electrical Engineering
- ☐ Land Surveying
- ☐ Mechanical Engineering
- ☐ Other _____

2. Address and telephone number of Branch Office:

Telephone Number

Name, License No. and signature of Professional Engineer or Land Surveyor:

Name (printed or typed)	License No.	Signature
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Professional Services:

- ☐ Civil Engineering
- ☐ Consulting Engineering
- ☐ Electrical Engineering
- ☐ Land Surveying
- ☐ Mechanical Engineering
- ☐ Other _____

The Professional Engineers Act and the Professional Land Surveyors Act permit licensed civil, electrical, and mechanical engineers, land surveyors, and photogrammetrists to offer and practice their profession through the medium of a firm, partnership, or corporation. Rule 463 requires a professional engineer, land surveyor, or a photogrammetrist, to notify the Board on a form prescribed by the Board when he or she offers or practices his or her profession pursuant to Sections 6738, 8729, or 8775.1.

Branch Offices: § 6787(g), § 8726 (i) and 8792 (a) of the Business and Professions Code provide that it is illegal for any person who is not appropriately licensed to be proprietor, manager or agent at any place of business from which civil, electrical or mechanical engineering or land surveying is solicited, performed or practiced.

Address Change: Filing an Organization Record does not satisfy or eliminate the requirement that individual licensees must file an Address Change Affidavit with the Board.